



2021-22 Academic Year

RobinsonSchool.org



WELCOME

Dear Robinson Families,

Welcome to the 2021-2022 School Year! I am hopeful you had a chance to relax and reconnect over the summer with friends and family safely.

We greet this new School Year with great excitement as we prepare to receive our students back on campus. Here at Robinson, there is an incredible level of enthusiasm as everyone makes the final preparations for the arrival of our students. I, personally, have missed the energy and passion for learning that our students always bring to our school each day and am eagerly anticipating hearing about their great summer stories and adventures.

Know that we are working hard to see that your children's learning experiences are successful and filled with a myriad of rewarding opportunities. Your partnership and support are key elements to ensuring that each child's educational and personal development are maximized throughout the year.

Before the school year begins, I want to assure you that we have taken precautionary measures in all aspects to create a safe learning environment for your children and will remain up to date with health officials and other key professionals. Please read the general information that we would like to share with you and review it carefully so that you are fully informed and ready for the start of our academic year. In addition to this information, we invite you to also visit our newly upgraded website for more information that will help guide you throughout the year. The school has updated its Pandemic Protocol for the 2021-2022 school year in accordance with the CDC Guidelines for schools and the *Guía para la operación Segura de los planteles escolares durante pandemia de Covid-19* published by the Puerto Rico Department of Health. Please carefully read the overview of our Protocol included with this letter. The complete Protocol and our school handbooks are available on our site for your reference.

I take this opportunity to share that beginning in second semester this year we will kick off the celebration of our 120-year anniversary as a leading educational institution in Puerto Rico. Our celebrations will bring together our community for a series of events in which we will honor our legacy of service to our island and world. I invite you to join us and look forward to seeing you as we commemorate this milestone in our school history!

Once again, I extend a very warm welcome to all of you as we begin our 2021-2022 school year! I am looking forward to a year of joy, health, safety, and partnership with all of you.

Warmest regards,

Cindy Ogg
Head of School

ESSENTIAL INFORMATION FOR THE START OF THE 2021-2022 SCHOOL YEAR

Important Dates

BYOD - Computer Configurations July 21st – July 28th

Dates	Time	Place	Grades
Wednesday, July 21, 2021	8:00 AM – 12:00 PM	Cafeteria	12 th
Wednesday, July 21, 2021	1:00 PM – 4:00 PM	Cafeteria	11 th
Thursday, July 22, 2021	8:00 AM – 12:00 PM	Cafeteria	10 th
Thursday, July 22, 2021	1:00 PM – 4:00 PM	Cafeteria	9 th
Friday, July 23, 2021	8:00 AM – 12:00 PM	Cafeteria	8 th
Friday, July 23, 2021	1:00 PM – 4:00 PM	Cafeteria	7 th
Tuesday, July 27, 2021	8:00 AM – 12:00 PM	Cafeteria	6 th
Tuesday, July 27, 2021	1:00 PM – 4:00 PM	Cafeteria	5 th
Wednesday, July 28, 2021	8:00 AM – 12:00 PM	Cafeteria	4 th
Wednesday, July 28, 2021	12:00 PM – 4:00 PM	Cafeteria	Any student who missed their assigned day.

*Please contact the IT Department with any questions regarding BYOD configuration:

- ✉ Vilmarie Torres: vtorres@robinsonschool.net
✉ Jeffrey De Jesús: jdejesus@robinsonschool.net

- **August 2nd-6th:** All Staff In-service week
- **August 4th & 5th:** New Parent Orientation and Technology Webinars
- **August 5th:** Student Orientation - All 7th Grade Students and new students in grades 8th – 11th only
- **August 9th:** First Day of School – Middle and Upper School (Grades 7th -12th)
- **August 10th:** Preschool & Elementary (PPK-6th)
- **August 13th:** Welcome Back Evening for all grade levels. Half day for all students.

Campus Arrival & Attendance



The following procedures are in place until further notice given the current pandemic situation. Please note that in order to maintain a safe and structured arrival and dismissal, it is imperative that each family follow the plan provided.

Arrival Times

PRESCHOOL

7:40-8:00 AM

School starts 8:00 am sharp

Morning "cuido/daycare" available from 7:00 – 7:40 AM by written request.

Arrival after 8:00 AM: must be escorted to reception to sign in.

1st – 6th GRADE

7:30-7:50 AM

Homeroom starts 7:50 am sharp

Arrival after 8:00 AM: must be escorted to reception to sign in before reporting to their class.

7th – 12th GRADE

7:15-7:45 AM

Homeroom starts 7:45 am sharp

Arrival after 8:00 AM: must obtain an admit slip at the Secondary School office before reporting to their class.

Campus Access

TOSSA DEL MAR

Walk-in/Pedestrian entrance for Toddler, Preschool, Elementary students, and Staff parking at Valera only.

NAIRN ST. / NORTH

Walk-in/Pedestrian entrance for Middle and Upper School students, and Staff only.

Car gate will remain closed at all times.

Entrance for Juniors and Seniors parking off campus. Please explore parking alternatives near Nairn St.

No faculty/staff pedestrian exit and reentry from 7:30 am – 8:15 am.

PLACID COURT / SOUTH

Vehicle Drop-off entrance only.

Toddler, Elementary and pre-authorized students with siblings in other divisions (for authorization, contact your Division Head Office).

Walk-in/Pedestrian gate closed for all students.

Staff parking on campus.

✓ Attendance

All Robinson students are responsible for maintaining a consistent record of attendance in order to comply with expectations of the grade level. Students who miss school, for any reason, must monitor Canvas and communicate with teachers and Division Head Office to ensure they are complying with make-up of work and assessments. Any school absence should be accompanied by the appropriate written authorization from parent and/or physician, as required by the Student/Parent Handbook. Attendance is of outmost importance, please adhere to the school's Parent Student Handbook policy in order to avoid negatively impacting your child's and the rest of his or her peers' academic program.



Non-Academic Community Activities, After School Program, and Athletics:

Beginning in August 2021:

- After school care/ "Cuido" will **begin August 16th**
 - Robinson offers an After-school care/ "Cuido" program for students in grades PPK – 6th. The program runs from **3:00 PM – 5:30 PM**. Parents interested in the program are required to enroll their child by filling out a form available in the Business Office. Rates will be available on a weekly or monthly basis and will be billed by the office and payable directly to the school.
 - "Cuido" has limited space available and is on a first come-first serve basis by written request.
- Beyond The Bell will begin August 23rd (further information will be provided).
- Tutoring will resume on campus for the 2021-2022 school year. As always, tutoring services are available by arrangement between family and tutor at an additional cost. Tutoring is not a school sponsored service. The Division Head Office is available to assist you in connecting with available teachers for any tutoring requests. **Tutoring hours will run from 3:30-4:30 PM.**
- School Library – After-School Independent Study Hours closed until further notice.
- Athletics will resume following the guidelines in place by the leagues in which the school participates. Athletics Protocols will be shared by the Athletic Director prior to the start of season.

****Students who are not participating in the authorized afterschool activities are required to leave campus promptly at the conclusion of the school day.****

Activities such as community events, fundraisers, sports, and other events will commence by phases and in accordance with government and health mandates. We will begin by emphasizing those essential to school functions, grade levels and that support student and academic programs. Communications will be shared prior to the roll out of these activities.



Cafeteria

Cafeteria services for snack and lunch will be offered by pre-order through the Cafeteria Website/App only to start the school year. Quality Foods will provide updated instructions and protocols prior to the start of the school year. Grade level cohorts may eat snack or lunch in the classroom, in outside eating spaces, or in the cafeteria, on an assigned, rotating schedule.



Student Technology

All students in grades 4th – 12th are required to bring their own device/laptop (BYOD) that meets Robinson School minimum requirements. All computers must be configured prior to the first day of school (refer to schedule at the start of this letter).

To protect School data and all computers connected to the school network, in light of the recent malware and cyber-attacks that have been occurring globally, the School will install in each student's device a license for Symantec Anti-Virus as part of the configuration process. The **Business Office will bill a fee of \$20.00 per student**, which represents a significantly reduced rate from the retail cost to families. Payments can be made to the Robinson School App prior to July 21, 2021.



Cellphone

Elementary and Middle School

- Between arrival to school and dismissal, students must keep their cellular phones always powered off and in their bookbags or lockers, except as listed below. Cellular devices like smart watches will not be permitted during the school day and must be always powered off and in their school bags.
- Students may not use any cellular devices in the hallways, between classes or take their cellular devices to the restrooms. This includes accessories such as headphones, ear buds, or other electronics.
- Students may not take photos or videos of other students, teachers, or school staff at any time, or access any form of social media during the school day.
- Any student found not abiding by this policy will have their cellular device confiscated by the teacher or any school personnel and turned in to the Dean of Students office. Once confiscated, cellular devices will only be returned after the conclusion of the school day.
- Repeated violations by students may result in additional disciplinary actions as determined by the Dean of Students, such as detention or the revocation of the privilege of bringing a cellular device on campus. If a student is unwilling to abide by these policies and turn the cellular device over to the Dean of Students, additional disciplinary actions may result.
- Students may use cellular devices in class with the express permission of their teacher only. Any use at other times will be deemed unacceptable and result in confiscation of the device.
- Any student who needs to communicate with a parent or legal guardian may request to do so from their divisional office. Any phone calls or messaging during academic times, including during hallway passing, will be deemed unacceptable and result in confiscation of the device.
- Robinson School will not be held responsible for any personal devices while on school grounds.

 Cellphone**Upper School**

Cell phone use at Robinson School is a privilege and students must follow these expectations or face disciplinary action. Students may bring a cell phone on campus, but the following rules apply between 7:45 AM and 3:05 PM.

- As a privilege, Upper School Students may only use cellular devices during their lunch break and morning snack.
- Students may not use any cellular devices in the hallways, between classes or take their cellular devices to the restrooms. This includes accessories such as headphones, ear buds, or other electronics.
- Students may not take photos or videos of other students, teachers, or school staff at any time, or access any form of social media during the school day.
- Any student found not abiding by this policy will have their cellular device confiscated by the teacher or any school personnel and turned in to the Dean of Students office.
- Cellular devices will only be returned after the conclusion of the school day.
- Repeated violations by students may result in additional disciplinary actions as determined by the Dean of Students, such as detention or the revocation of the privilege of bringing a cellular device on campus. If a student is unwilling to abide by these policies and turn the cellular device over to the Dean of Students, additional disciplinary actions may result.
- Students may use cellular devices in class with the express permission of their teacher only. Any use at other times will be deemed unacceptable and result in confiscation of the device.
- Any student who needs to communicate with a parent or legal guardian may request to do so from their divisional office. Any phone calls, messaging, gaming, or other usage (including use of headphones) during academic times, including during hallway passing, will be deemed unacceptable and result in confiscation of the device.
- Robinson School will not be held responsible for any personal devices while on school grounds.

Lockers

Our Secondary School Office oversees lockers and assignments. Please note that lockers are not student property and school officials have the right to open and inspect the locker at any time. School authorities, for any reason, may conduct periodic locker inspections at any time, without notice, without student consent, and without a search warrant. Students should not have any expectation of privacy as to the locker or its content.

Due to the material our lockers are made of, stickers or any other adhesive are prohibited, as well as writing on them. Students are expected to keep their lockers clean, organized, and free from damage and food at all times.

Students in grades 7th – 12th are expected to purchase their locks at the Middle / Upper School Office. Any lock not purchased at the school will be removed. Only school issued locks are authorized.

Lost Items

Students are encouraged to be responsible for his or her items. The School is not liable for the cost or replacement of any books or personal articles lost. Students are discouraged from bringing expensive items to school. All personal items and books must be kept in the student's locker or cubby.

All personal items must be labeled clearly with the student's full first and last name. In order to avoid the accumulation of lost and found on campus, the following steps will be taken:

- 1) The School will collect lost/found items left on campus at the conclusion of each day.
- 2) One email notification will be sent to the student/parent to collect the personal item.
- 3) Any item not collected from school after one week from email notification will be donated or disposed of immediately. The School will not be liable for any items not collected within the allotted time.

Hallways

Running is not permitted in the halls. For safety and distancing, students and staff are expected to follow all traffic signage and markings throughout the campus.

Bicycles, skates, scooters, and skateboards are prohibited in the halls or school grounds for safety. A designated area has been identified to store them while on campus (allowed for those students who walk to campus only).

Student Parent Handbook

The Handbook has been revised for this academic year 2021-2022 and will be available on the school website; please review the important information provided at home prior to the first day of school. Print, sign and return the Acknowledge Form on page 1 via email your child's Division Head Office on or before **Friday, August 13th** (No digital signature accepted).

Student and Staff Identification (ID)

Every student and staff member must get their School ID picture at the start of the school year. Photos will be taken by grade level on a schedule during the opening days of the school year. Seniors must take their picture wearing the official senior shirt. All other students must take ID picture in their official school uniform. Students may also stop by the reception office between July 29th- August 6th.

Payment and Billing

Contactless payments to the school should be made via the Robinson School App. Any questions or concerns, please contact Ivonne Martin, Accounts Receivable, at imartin@robinsonschool.net for assistance.

Dress Code, Accessories, and Hair Color

The Official School Uniform is always required while on campus. Students' hair should be worn neatly in a natural hair color, reflective of a professional learning environment. Failure to follow requirements in accordance with the Robinson School Handbook will result in the student being dismissed from class until the parent brings the required uniform. An unexcused absence will be recorded on file for any missed classes. Be aware that a uniform is assigned for safety measures.

Communications and Meetings with Teachers / Staff:

- ✓ Canvas LMS, integrating Microsoft Office 365 tools, will be the primary means of managing classrooms and learning activities, communicating class information, and gradebooks.
- ✓ The Robinson School App will serve as means of school-wide communications regarding school planning updates, emergency announcements, or other related needs. Please download the App to your device and enable push notifications to stay up to date.
- ✓ Robinson School email continues to be the primary method to communicate directly with teachers and school staff.
- ✓ All meetings between parents and teachers/staff will be conducted virtually using Microsoft Teams. Please contact your Division Office to schedule.



GETTING READY!



Getting ready for the start of this school year!

Parents

- ☐ Provide routine and structure.
 - Begin to work on your child's evening and morning routines by asking them to go to bed early and waking up early.
 - Set aside time to have a conversation and ask questions and coach them along. Two weeks before school, ask them "Are you excited? Do you feel prepared? Do you have any questions?"
 - Establish a homework routine with your child and create a space that is inviting (avoid crowded or noisy areas) for your child to work at.
- ☐ Ensure your child has his/her materials and books for the new academic year.
- ☐ Have all your materials clearly labeled with complete name and grade level.
- ☐ Your child must bring their own reusable water bottle. Water refill stations are located throughout the campus.
- ☐ Review Handbook prior to first day of school and sign Handbook acknowledgement.
- ☐ Prepare them for change -read and review the school COVID -19 safety protocols.
- ☐ Communication is key. If you have questions, go to the right resource by contacting the school directly.
- ☐ Purchase a digital thermometer to monitor your child's health and comply with the daily health screening check – Fever Free App.

Students

- ☐ Begin to work on your morning and evening routines by going to bed early and waking up early.
- ☐ Have your materials following the list assigned to your grade and come prepared to use your own materials.
- ☐ Review the Handbook and this Pandemic Protocol with your parents.
- ☐ Bring your own water bottle daily.
- ☐ Know who to go to if you have questions or concerns.
- ☐ Come ready to start your new school year!

School Hours: 8:00 AM to 2:30 PM

Modality: On-Campus Learning

The School strongly encourages all students to attend school on campus. Accommodations will be evaluated on a case-by-case basis. Accommodation requests must be submitted in writing to the Division Head Office.

On-Campus Learning Information:

On-Campus Learning - Students attend fully in-person on campus, every day (5 days per week)

- Students will remain self-contained in assigned classroom.
- Special's teacher may deliver specials in the homeroom classroom.
- Physical Education class will be held in any campus space (indoor or outdoor) that allows for appropriate distancing. On PE days, students should wear their PE uniform to school. No changing facilities will be available.
- Student groups will use recess, play and eating spaces with their group on a rotating basis.

SAMPLE SCHEDULE:

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
8:00-8:30	CIRCLE TIME							
8:30-9:00	CENTERS							
9:00-9:30	SNACK							
9:30-10:00	SPANISH							
10:00-10:30	MATH	Spiritual Life	MATH	Music	MATH		Music	MATH
10:30-11:00	PE	CENTERS	PE	CENTERS		PE	CENTERS	
11:00-11:30	LUNCH PPK / PATIO PK							
11:30-12:00	LUNCH PK / PATIO PPK							
12:00-1:00	NAP TIME							
1:00-1:30	CENTERS							
1:30-2:00	Purposeful Play				Art	Purposeful Play		Art
2:00-2:30	READ ALOUD / MUSIC AND MOVEMENT							
2:30-3:00	DISMISSAL							



Lower Elementary School (1st – 3rd Grade)

School Hours: 7:50 AM to 2:55 PM

Modality: On-Campus Learning

The School strongly encourages all students to attend school on campus. Accommodations will be evaluated on a case-by-case basis. Accommodation requests must be submitted in writing to the Division Head Office.

On-Campus Learning Information:

On-Campus Learning - Students fully in-person on campus, every day (5 days per week)

- Students and teachers are self-contained in their assigned homeroom throughout the day.
- Students will take Specials in the Specialists classrooms.
- Physical Education class will be held in any campus space (indoor or outdoor) that allows for appropriate distancing. On PE days, students should wear their PE uniform to school.
- Student groups will use recess, play and eating spaces with their group on a rotating basis.

SAMPLE SCHEDULE:

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
7:50-8:00	HOMEROOM							
8:00-8:40	MATH							
8:40-9:00	SNACK							
9:00-9:40	Math	Math	Makers Space	Math	Math	Spanish (Lectura Divertida)	Microsoft Skills	Art
3 minutes	Transition Period							
9:43-10:23	LANGUAGE ARTS							
3 minutes	Transition Period							
10:26-11:06	LANGUAGE ARTS							
11:06-11:36	1-3 LUNCH / 4-6 PATIO							
11:36-12:06	1-3 PATIO / 4-6 LUNCH							
12:06-12:46	Spiritual Life	PE	Music	Spiritual Life	PE	Art	Music	PE
3 minutes	Transition Period							
12:49-1:29	SCIENCE							
3 minutes	Transition Period							
1:32-2:12	SPANISH							
3 minutes	Transition Period							
2:15-2:55	SOCIAL STUDIES							
2:55-3:10	DISMISSAL							

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
7:50-8:00	HOMEROOM							
8:00-8:40	LANGUAGE ARTS							
8:40-9:00	SNACK							
9:00-9:40	LANGUAGE ARTS							
3 minutes	Transition Period							
9:43-10:23	Social Studies	STEM	SOCIAL STUDIES					
3 minutes	Transition Period							
10:26-11:06	MATH	PE	STEM	Microsoft Skills	MATH	MATH	PE	MATH
11:06-11:36	1-3 LUNCH / 4-6 PATIO							
11:36-12:06	1-3 PATIO / 4-6 LUNCH							
12:06-12:46	MATH							
3 minutes	Transition Period							
12:49-1:29	SCIENCE							
3 minutes	Transition Period							
1:32-2:12	SPANISH / SPANISH AS A SECOND LANGUAGE							
3 minutes	Transition Period							
2:15-2:55	Art	Spiritual Life	Music	Art	Spiritual Life	Music	Microsoft Skills	STEM
2:55-3:10	DISMISSAL							

Middle School (7th – 9th Grade)

School Hours: 7:45 AM to 3:05 PM

Modality: On-Campus Learning

The School strongly encourages all students to attend school on campus. Accommodations will be evaluated on a case-by-case basis. Accommodation requests must be submitted in writing to the Division Head Office.

On-Campus Learning Information:

On-Campus Learning - Students fully in-person on campus, every day (5 days per week)

- Students will rotate to each class period and will remain in their cohort to the extent possible.
- Physical Education class will be held in any campus space (indoor or outdoor) that allows for appropriate distancing. On PE days, students should wear their PE uniform to school. No changing facilities will be available.
- Student groups will use break, outdoor, and eating spaces with their group on a rotating basis.

SAMPLE SCHEDULE:

Day	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:45-8:00	HR	HR	HR	HR	HR	HR	HR	HR
8:00-9:10	DESIGN	HEALTH/PE	MATH	SCIENCE	ENGLISH	WORLD GEO	SPANISH	FRENCH
9:10-9:55	FRENCH	DESIGN	SPR LIFE	MATH	SCIENCE	ENGLISH	WORLD GEO	SPANISH
9:55-10:15	SNACK	SNACK	SNACK	SNACK	SNACK	SNACK	SNACK	SNACK
10:15-11:25	SPANISH	FRENCH	DRAMA	SH	MATH	SCIENCE	ENGLISH	WORLD GEO
11:25-12:10	WORLD GEO	SPANISH	FRENCH	DESIGN	HEALTH/PE	MATH	SCIENCE	ENGLISH
12:10-12:55	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:55 - 1:40	MATH	SCIENCE	ENGLISH	WORLD GEO	SPANISH	FRENCH	DRAMA	HEALTH/PE
1:40-2:25	ENGLISH	WORLD GEO	SPANISH	FRENCH	DRAMA	SPR LIFE	MATH	SCIENCE
2:25-3:05	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY
3:05 - 3:30	DISMISSAL / SUPPORT BLOCK							

*This is a sample. Each student's schedule may vary based on individualized program.

Upper School (10th – 12th Grade)

School Hours: 7:45 AM to 3:05 PM

Modality: On-Campus Learning

The School strongly encourages all students to attend school on campus. Accommodations will be evaluated on a case-by-case basis. Accommodation requests must be submitted in writing to the Division Head Office.

On-Campus Learning Information:

On-Campus Learning - Students fully in-person on campus, every day (5 days per week)

- Students will rotate to each class period and will remain in their cohort to the extent possible.
- Physical Education class will be held in any campus space (indoor or outdoor) that allows for appropriate distancing. On PE days, students should wear their PE uniform to school. No changing facilities will be available.
- Student groups will use break, outdoor, and eating spaces with their group on a rotating basis.

SAMPLE SCHEDULE:

Day	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:45-8:00 (HR)	HR	HR	HR	HR	HR	HR	HR	HR
8:00-9:10	Eng	Sp Life	Elective	PSAT	Chem	PR Hist	Math	Span
9:10-9:55	Span	Eng	Sp Life	Elective	PSAT	Chem	PR Hist	Math
9:55-10:15	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack
10:15-11:25	Math	Span	Eng	PE	Elective	French	Chem	PR Hist
11:25-12:10	PR Hist	Math	Span	Eng	PE	Elective	French	Chem
12:10-12:55	Elective	PSAT	Chem	PR Hist	Math	Span	Eng	SH
12:55 - 1:40	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:40-2:25	Chem	PR Hist	Math	Span	Eng	PE	Elective	French
2:25-3:05	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY
3:05 - 3:30	Dismissal / Support Block							

*This is a sample. Each student's schedule may vary based on individualized program.



The school's re-entry to campus will require the compliance and commitment to adhere to the policies and protocols outlined by Robinson School. Our COVID – 19 Protocol has been revised for the 2021-2022 school year in accordance with the guidelines established by the CDC, Puerto Rico Department of Health, and other authorities. It is important to emphasize that it will take everyone's commitment and support (families, students, faculty, and staff) to ensure the safety of our community on and off campus. We must all do our part in providing a safe on-campus experience for all.

Staff training and orientation	All classrooms have been set in consideration of social distancing guidelines
Screening and sanitizing stations at all campus entrances	Campus signage and floor markings for traffic flow
Masks required for all students and staff – following CDC and Puerto Rico Dept. of Health (disposable or cloth masks) Facemasks should have two or three layers. Valves or vents are not permitted.	Ongoing enhanced cleaning and disinfecting protocols in addition to weekly fogging of spaces and equipment
Physical distancing measures	Equipped infirmary with appropriate resources and medical supplies
Hygiene and respiratory etiquette	Frequent and assigned AC unit cleaning and filter changes
Protocols for anyone exhibiting symptoms on campus – identified isolation room	Campus access for students and staff only – we will inform parents and staff of any changes made during the year.
Protocols for student pick-up and drop-off	Campus zoning -limited cross over between divisions
Health screening daily	Seating arrangements for proper distancing in and out of classrooms
Outdoor sinks around campus	Assigned guards to monitor campus throughout the day monitoring compliance of protocols
All campus spaces including restrooms have been identified with maximum occupancy.	There are sanitizing dispensers available around campus and in classrooms.

Learning Modality for 2021-2022

Robinson School will continue to adhere to all stipulations governing school opening and closings by the Puerto Rico Department of Health and governmental regulations. Robinson will offer the following learning modality, in keeping with the updated guidelines for schools:

On-Campus Learning – All students will begin the year with on-campus learning. Social distancing will be adhered to in all classrooms and campus spaces.

Expectations for Students and Staff at School

General:

- Stay home if sick or experiencing any symptoms related to COVID-19 (submit a medical clearance upon returning).
- Sanitize hands with hand sanitizer that contains at least 60% alcohol upon entering the building.
- Wash hands frequently or use hand sanitizer that contains at least 60% alcohol if soap and water are not available. Wash hands for 20 seconds: before and after eating, after use of restroom, after cleaning or touching nose or mouth, after touching any animal/pet, while in public places or after touching any object.
- Avoid touching face and eyes.
- Follow cough and sneezing hygiene etiquette - Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- Sanitize objects after each use.
- Bring personal water bottles with water. Water fountains will be turned off and hydration stations will be made available for refills.
- Follow all directions provided by teachers or administrators for the safety of the school community. It is especially important that students stay in the classrooms and spaces assigned to them.
- The use of mask is required by CDC and the Puerto Rico Department of Health.
 - Masks must be always worn, except for while eating or drinking.
 - Disposable or cloth masks (cotton 2 to 3 layer) allowed. Masks with valves will not be permitted.
 - Use of mask is required in all classroom and non-classroom settings, including hallways, school offices, restrooms, gyms, auditoriums, etc.
 - Wash hands before placing mask on and make sure it covers mouth and nose.
 - For removal – use straps, avoid touching eyes, mouth and nose and wash hands after removal.

Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever defined as 100.4 degrees Fahrenheit or higher
- Cough
- Sore Throat
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Muscle or Body Aches
- Chills
- Runny Nose or Congestion
- Fatigue
- Headache
- Chest pain
- Nausea or Vomiting
- Diarrhea
- Abdominal pain

Note: Each of the above symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the school may update this list as the CDC identifies additional or different symptoms.

Self-Screening, Self-Reporting Obligations and Attendance

Parents shall screen students daily by checking their temperature and observing for other symptoms associated with COVID-19.

Vaccination Records

All staff, students and families who are fully vaccinated for COVID-19 are required to provide a copy of their vaccination record to the Admissions Office prior to the start of the school year.

Please make sure your child is up to date with all other required vaccinations and records are on file with the Admissions Office. **All vaccination records must be updated on file prior to the start of the school year**, or students will be restricted from attending school. Vaccine exemptions must be requested to the Puerto Rico Department de Health and approved exemptions submitted and on file with the school.

The CDC recommends a yearly Flu vaccine for all school-aged children.

Quarantine for Positive COVID-19 Test & Quarantine Release

Positive COVID-19 Test: Any student or staff member who tests positive for COVID-19 will be required to enter quarantine and complete the following criteria to release from quarantine and return to School:

- 1) Complete ten (10) days of quarantine from the onset of first symptoms or positive COVID test.
- 2) At least 24 hours without fever without taking any medication.
- 3) Symptoms are improving consistently.
- 4) Bring an authorization from an authorized physician (medical excuse) to return to school / work.

If all criteria are completed satisfactorily, it will not be necessary to undergo additional COVID-19 testing to return to school.

Close Contact with COVID-19 Positive Person

Any student, teacher or staff member who has close contact with a person diagnosed with COVID-19 will be required to complete a ten (10) day quarantine period. Exception: Those that are fully vaccinated or who have tested positive for COVID-19 in the past 90 days and are symptom free are not required to keep the quarantine period. In any event, this close contact should be informed to the School Nurse of monitoring and contact tracing efforts. For unvaccinated persons, please refer to Quarantine release requirements.

Travel

Fully vaccinated students, teachers and staff will not be required to complete a quarantine period or provide evidence of a negative COVID-19 test in order to return to school from DOMESTIC travel (PR, US, and US Territories). International Travelers will require evidence of a negative PCR or antigen test taken within 72 hours prior to travel.

Non-vaccinated persons who travel domestically or internationally will be required to complete a ten (10) day quarantine period prior to returning to school. Release from the quarantine and return to school may be authorized by obtaining a negative PCR or antigen test result after the fifth day, or later, from the date of arrival to Puerto Rico. Evidence of travel (ex. Boarding pass) and negative test result must be submitted prior to receiving authorization to return to campus.

Students who have **close contact with travelers who are vaccinated** will not be required to complete a quarantine period.

Students who have **close contact with travelers who are not vaccinated** will be required to complete a ten (10) day quarantine. Students may be released from quarantine period by presenting evidence of a negative PCR or antigen test taken by the traveler taken after the fifth day, or later, from the date of arrival to Puerto Rico. Evidence of travel (ex. Boarding pass) and negative test result of the traveler must be submitted prior to receiving authorization to return to campus.

Isolation

Any student or staff member presenting any symptoms of COVID-19 while on campus will be moved immediately to the isolation area designated on campus. Parents will be required to pick up students immediately (within 30 minutes from time of call home) and medical authorization will be required to return to campus. The school nurse will contact parents/guardians and, if needed, the student's emergency contacts.

Any student or staff member who is identified by the Puerto Rico Department of Health BioPortal will be moved to isolation and required to depart campus until they no longer appear on the BioPortal.

Contact Tracing

The School will continue with all contact tracing and monitoring efforts as required by the Puerto Rico Department of Health.

Testing

Until now, the reliable tests used to diagnose COVID-19 are the RT PCR or the Antigen test.

Return to School

- **Illness not related to COVID-19:** Students presenting with general illness symptoms that are non-COVID related will need to remain home until they are symptom-free without the use of medication for 24 hours.
- **Symptoms related to COVID-19, no known contact:** Students presenting with COVID-like symptoms, but no known COVID contact, are required to remain home until they receive a negative COVID test OR are fever-free without the use of medication for 24 hours AND have improved symptoms.
- **Symptoms related to COVID-19, with known/suspected COVID contact:** Students presenting with COVID-like symptoms, and have a known COVID contact, are required to remain home until they meet the quarantine requirements described above.



SUPPORT



Community Socio-Emotional Wellness

The social-emotional wellness of our community is paramount to us. Disease outbreaks such as the current novel coronavirus (COVID-19) can bring stress and increased levels of fear and anxiety. Everyone reacts differently to stressful situations and therefore, our wellness team along with the administration have prepared an action plan to respond to various scenarios as needed. Below is a glimpse of some of the actions.

During and after the COVID-19 Pandemic, Robinson will continue to focus on the well-being of all its stakeholders by:

- Supporting our students, families, faculty, and staff to lessen anxiety and stress.
- Providing resources, articles, and communications regarding well-being and self-care during and after the Pandemic.
- Being vigilant to the performance and needs of our stakeholders.

Upon re-entry each grade level teacher will support students' well-being through:

- Establishing classroom meetings to help students understand and internalize daily safety routines, such as handwashing, proper hygiene, and physical distancing.
- Providing learning opportunities for students to creatively work together in a safe manner and abiding by all COVID-19 Safety Protocols.
- Providing emotional support as a result of COVID-19, which may include:
 - Recognizing and educating students on potential stigma related to being COVID-19 positive.
 - Supporting and listening to the needs of students who may be displaying stress or anxiety due to the pandemic.
 - Scheduling regular formal and informal check-ins by any of the members of the Wellness Team.

Contact Directory



ELEMENTARY SCHOOL OFFICE | 787.999.4620

Administrative Assistant	Glorybell Vega	gvega@robinsonschool.net
Preschool Coordinator	María De Jesús	mdejesus@robinsonschool.net
Division Head & Pathways Supervisor	Maritere Larrieu	mlarrieu@robinsonschool.net
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Registrar	Karen Colón	kcolon@robinsonschool.net

MIDDLE SCHOOL OFFICE | 787.999.4621

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UPPER SCHOOL OFFICE | 787.999.4604 Ext. 4645

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INTERNATIONAL BACCALAUREATE IB COORDINATORS

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STUDENT SERVICES

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Alumni Relations and Development	René S. Ronda	rronda@robinsonschool.net

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Head of School	Cindy Ogg	cogg@robinsonschool.net